

WOODROW WILSON REHABILITATION CENTER POLICIES AND PROCEDURES	
Title: SERIOUS INCIDENT REVIEW BOARD	
Policy Number: 5.30	
Effective Date: 1/96	Page 1 of 3
Lead Department: Director's Office	

OBJECTIVE

To maintain a safe living and learning environment by reviewing serious behavioral incidents representing danger or excessive disruption to consumers, staff, volunteers and guests of WWRC in compliance with the Student Handbook and Department of Rehabilitative Services and WWRC Policies.

POLICY

It is the policy of Woodrow Wilson Rehabilitation Center to maintain a safe living and learning environment supportive of the work of consumers and staff. Specific policy describing consumer rights and responsibilities, consumer support services including orientation, safety and security requirements and behavioral expectations are described in the Student Handbook provided to all those who enroll. These policies are reinforced during new consumer orientation activities. Consumers who have questions about WWRC actions or decisions have rights to appeal formally and informally through several channels including the Client Assistance Program of the Department for the Virginia Office for Protection and Advocacy.

Generally, consumers may maintain residential status while pursuing an appeal. However, behavior dangerous to others or theft or destruction of property may result in immediate removal from the WWRC Campus. Law enforcement may be consulted to determine if charges should be placed. Serious behavior incidents may include the following:

- Violence or threats of violence,
- Possession of firearms or other dangerous weapons,
- Possession of alcohol, illegal or unauthorized drugs,
- Possession of explosives or fireworks,
- Harassment,
- Setting of a fire,
- Sexual misconduct, and,
- Theft or destruction of property.

Reported participation in a serious behavior incident will be reviewed by the Serious Incident Review Board in a timely, equitable and fair manner.

Members of the Board shall be appointed by the Center Director, or Executive Staff designee(s), on an annual basis. Membership will include one chair and two members, with alternates assigned to provide coverage due to illness, travel, vacations, or other staffing irregularities of regular members. When an issue for a Postsecondary Education Rehabilitation Transition Program (PERT) student is heard by the Board, it is highly recommended that the PERT Director, or designee, be consulted as a member and/or voting “alternate” to ensure full compliance with federal special education regulations for disciplinary actions. The Board Chair should remain constant or a permanent position responsibility to provide continuity and stability to the Board.

Members (except the Chair) will serve a two year term, rotating off on alternate years. Orientation and training will be provided by the Chair for all members and alternate members on at least an annual basis.

PROCEDURE

1. The Serious Incident Review Board will review reported participation in a serious behavior incident.
2. In the event the consumer has been removed from Campus, the incident will be reviewed by telephone.
3. On completion of the review, the Board decision will be announced. For behavior considered serious, the student may be suspended or discharged from their WWRC program for a period of up to six months. In addition, criminal charges may be placed. Conditions including successful completion of prescribed intervention or fulfillment of required restitution may be imposed.
4. The procedure for appeal of a Serious Incident Review Board decision will be provided to each individual involved in the review process. Appeals may be made through the Division Office, Residential Administration. Appeals must be made, in writing, within ten business days of the SIR Panel decision. The options to reviewers are:
 - Uphold the Board decision,
 - In light of new information, return the issue to the Board for further consideration,
 - Amend the Board's decision, or,
 - Overturn the Board's decision.

Clients dissatisfied with the results of the appeal review may seek assistance from the Client Assistance Program of the Department of the Virginia Office for Protection and Advocacy.

Revised 10/97
Reviewed 6/98, 12/99
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